

ATTACHMENT B: COMPARISON OF SUBMITTAL REQUIREMENTS FOR A CONCEPT PLAN (CURRENT) AND A PROPOSED CONCEPT ZONING PLAN

August 28, 2013

Existing Submittal Requirements – Concept Plan:

Pasted below are the existing submittal requirements for a Concept Plan included in the application packet for “Duplex, Multi-family Residential, Commercial, Office, Industrial, and Institutional Projects” available to applicants at the Community Development Division front counter. These submittal requirements are currently used for zone change applications.

1. Submission Requirements

All applications for Pre-Development Meetings must be accompanied by:

- 1.1. Concept Plan drawing(s) (no larger than 24" X 36") Ten (10) copies
- 1.2. Preliminary Resource Protection Plan (when applicable) One (1) copy
- 1.3. Electronic copy of plans/drawings (.pdf or .tif file format)
- 1.4. All plans submitted with the application must be folded to approximately 8 ½" X 11" in size for filing and routing
- 1.5. Site analysis (see section 10-30.60.030 of the Zoning Code) Two (2) copies

2. Concept Plan

The Concept Plan does not have to be prepared by a professional architect or engineer; however, the plan must be drawn to a professionally accepted engineering scale (i.e. 1"=10 feet, 1"=20 feet, 1"=30 feet etc.) and plotted on a sheet no larger than 24" X 36" in size. The Concept Plan must include the following basic information:

2.1. Project Information

- 2.1.1. Development Name (e.g. A Concept Plan of XYZ)
- 2.1.2. Site Address
- 2.1.3. Assessor's Parcel Number (APN)
- 2.1.4. Scale, north arrow
- 2.1.5. Property owner's name and contact information
- 2.1.6. Developer's name and contact information
- 2.1.7. Preparer's name and contact information, date prepared and legend
- 2.1.8. Date Prepared
- 2.1.9. Legend
- 2.1.10. Parcel boundaries and dimensions

2.2. Within the subject site and extending 200' from the property's boundaries show the following:

- 2.2.1. Contour lines at two-foot intervals (existing and approximate finished grade)
- 2.2.2. Identify offsite flows and drainage pathways (arrows)
- 2.2.3. Identify discharge point locations
- 2.2.4. Existing building footprints and proposed general building areas (building foot prints optional)
- 2.2.5. Location of public rights-of-way with street names
- 2.2.6. Points of access and driveways (existing and proposed)
- 2.2.7. General location of pedestrian facilities/sidewalks (existing and proposed)
- 2.2.8. General location of parking areas with total parking calculations (existing and proposed). A detailed parking space layout is not required.
- 2.2.9. Location of any existing improvements on the property.

2.3. Within the subject site show the following:

- 2.3.1. Location, size and type of existing and proposed utilities (water, sewer, reclaim lines, fire hydrants/lines, services and meters). Preliminary connection locations to public utilities
- 2.3.2. Preliminary drainage systems on the site (existing and proposed)
- 2.3.3. Preliminary detention and Low Impact Development stormwater management systems
- 2.3.4. Location(s) of the LID Integrated Management Practices (IMP's) and their associated area and capacities with a total volume equal to or exceeding the required volume for the entire site.
- 2.3.5. Existing and proposed detention facilities
- 2.3.6. Existing and proposed stormwater conveyance features (i.e. culverts, drainage ditches, swales etc.)
- 2.3.7. Natural features, slopes and drainage courses
- 2.3.8. Calculations for impervious surface (greater than 5,000 sq feet shall require detention and LID)
- 2.3.9. Drainage easement
- 2.3.10. FEMA 100-year floodplain elevation, floodplain limits, and floodway limits (if applicable)
- 2.3.11. Total existing and preliminary impervious surface calculation (roof area, pavement, sidewalks, etc.)
- 2.3.12. Walls and fences (existing and proposed)
- 2.3.13. Location of solid waste dumpsters and trash enclosures (existing and proposed)
- 2.3.14. Approximate locations of open space or parks (existing and proposed)
- 2.3.15. Concept landscape plan per the Zoning Code
- 2.3.16. Commercial building footprints that are over 50 years old at the time of application
- 2.3.17. Residential building footprints built before 1946

3. Preliminary Natural Resource Protection Plan

A preliminary natural resource protection plan shows the general location of natural resources on the site before and after the proposed development (refer to Section 10-50.90.080 of the Zoning Code for applicability). This section is applicable to properties located in the Resource Protection Overlay (RPO) Zone.

The intent of this section is to identify resources early in the process so they can be taken into account during the site planning. All proposed improvements such as buildings, paved areas, roads etc. must be overlaid on a plan in relation to all on-site resources. For the purposes of the preliminary resource protection plan forest and slope resources may be estimated. Please visit the Planning and Development Services front counter to obtain the site's aerial photography and topography through the City's website. Resources that must be estimated are listed below:

- 3.1. Forest canopy
- 3.2. Slopes 17% to 24%
- 3.3. Slopes 25% to 34.9%
- 3.4. Slopes greater than 35%
- 3.5. Rural and Urban Floodplain
- 3.6. Locations and descriptions of heritage resources as determined in a Cultural Resource study (Refer to Division 10-30.30 of the Zoning Code)
- 3.7. Other site features that are required to be preserved

4. Descriptive Information

Submit a brief narrative describing the proposed project on an 8 ½" X 11" sheet. This information will aid Staff in providing comments and answering questions about the project. The narrative should include the following:

- 4.1. Project title and date
- 4.2. Describe project/development request
- 4.3. Legal description of the parcel
- 4.4. Site acreage
- 4.5. Approximate building square footage, lot coverage and FAR (non-residential projects)
- 4.6. Number of dwelling units, types (e.g. single family, duplex, condominium, townhomes and apartments) and dwelling units per acre
- 4.7. Architectural drawings, if available
- 4.8. Any additional information or details pertinent to the case

Applications will not be accepted or scheduled until all of the requirements have been submitted.

Consistent with the direction provided by the City Council at the July 15, 2013 work session on the zone change process, some of the concept plan submittal requirements currently required are no longer needed with the initial zone change application. These include, for example:

- Approximate finish grade elevations;
- Location of proposed walls and fences;
- Location of solid waste dumpsters and trash enclosures;
- Natural resources protection plan; or,
- Concept landscape plan.

Also, while some items will still be required, the level of detailed that needs to be submitted with the concept plan will be less than that required for detailed site plan review.

Staff also suggests that the submittal requirements be reorganized and grouped into appropriate categories to make it easier for both the developer and staff to use the application form and check list of requirements.

Staff has, therefore, developed new minimum submission requirements for a concept zoning plan.

Submittal Requirements – Concept Zoning Plan:

The minimum information required for a concept zoning plan submitted in support of a medium or large scale zone change application (Section 10-20.50.040.C (Application Requirements)) is provided below. Note that all the details established in the Zoning Code, Engineering Standards, and other City documents will be submitted at the next level of review of the proposed project, i.e. site plan review through staff IDS.

The concept zoning plan does not need to be based on accurate survey data. The City's GIS topographic and other data, as well as the City's aerial photographs are appropriate for use as the base layer for the concept zoning plan.

1. Cover Sheet

1.1. Administrative data

- 1.1.1. Developer's name, address, contact information, etc.
- 1.1.2. Property owner's name, address, contact information, etc.
- 1.1.3. Name, address, contact information, etc. of the application preparer and all consultants assisting with the application
- 1.1.4. Date of application

1.2. Property data

- 1.2.1. Site address
- 1.2.2. Assessor's Parcel number
- 1.2.3. Site area (acres)
- 1.2.4. Existing zoning classification

1.3. Project Data:

- 1.3.1. Development name
- 1.3.2. General computation of proposed number of dwelling units for residential use and building type and approximate area of building by type for commercial or other non-residential use
- 1.3.3. General description of open space types

1.4. Vicinity Map:

- 1.4.1. Sheet 1: An 8½" x 11" map showing the location of the subject property(s) within the City of Flagstaff relative to interstate highways, major arterials and collectors, as well as close-up view of the subject property(s) showing surrounding parcels and streets within 300 feet.
- 1.4.2. Sheet 2: An 8½" x 11" map based on a recent aerial photograph with the subject property(s) highlighted as well as street names.
- 1.4.3. See attached sample.

2. Analysis

2.1. Context analysis map (11" x 17") drawn on a recent aerial photograph identifying the following within 500' of the subject property:

- 2.1.1. Subject property(s) boundaries
- 2.1.2. Existing zoning
- 2.1.3. Existing uses
- 2.1.4. Street names
- 2.1.5. Contour lines (min. 5-foot intervals)

- 2.1.6. Other natural features, including floodplains and floodways, if applicable
- 2.1.7. See attached sample.
- 2.2. Site analysis map (11" x 17") drawn on a recent aerial photograph in compliance with Section 10-30.60.030 (Site Planning Standards) that identifies the following:
 - 2.2.1. Subject property(s) boundaries
 - 2.2.2. Natural features including forest resource locations, general drainage pathways (including floodplains and floodways, if applicable,) and discharge point locations (with arrows)
 - 2.2.3. Contour lines (min. 2 foot intervals)
 - 2.2.4. Existing improvements, buildings, and uses
 - 2.2.5. Residential building footprints built before 1946
 - 2.2.6. Commercial building footprints that are over 50 years old at the time of application
 - 2.2.7. Location of adjacent streets, and existing FUTs, driveways, bus stops, etc.
 - 2.2.8. See attached sample.
- 3. Concept Zoning Plan
The Concept Zoning Plan (11" x 17") which may be drawn on a recent aerial photograph to include the following:
 - 3.1. Scale and north arrow
 - 3.2. Legend
 - 3.3. Date prepared
 - 3.4. Subject property(s) boundaries
 - 3.5. Contour lines (min. 2 foot intervals)
 - 3.6. Conceptual representation of all proposed uses (building footprints optional)
 - 3.7. List of all uses proposed on the subject property. This list should also describe those uses that will not be permitted on the subject property).
 - 3.8. Conceptual representation of parking areas with approximate number of total parking spaces (a detailed parking space layout is not required)
 - 3.9. Location of existing improvements, buildings, and uses on the subject property(s)
 - 3.10. Public rights-of-way with street names, as well as existing sidewalks, transit facilities, FUTS, etc.
 - 3.11. Conceptual representation of points of connection to public rights-of-way, pedestrian facilities, FUTS, etc.
 - 3.12. Conceptual representation of areas proposed for resource preservation, if applicable
 - 3.13. Conceptual representation of areas proposed for open space, civic space, parks, etc.
 - 3.14. Conceptual representation of areas proposed for storm water detention and LID
 - 3.15. Traffic and utility (water, sewer, and stormwater) impact analyses to determine implications to existing infrastructure
 - 3.16. Location, size, and type of existing and proposed utilities with a conceptual representation of points of connection
 - 3.17. Photographs to illustrate proposed building types and forms, with descriptions of, for example, estimated number of units (residential or lodging), number of floors, floor area (commercial or industrial uses), etc.
 - 3.18. Photographs to illustrate proposed civic space types, if applicable
 - 3.19. Anything else the applicant would like to submit in support of the application
 - 3.20. See attached sample.
- 4. Project narrative:

- 4.1. Statement describing how the proposed zone change request meets the findings established in Section 10-20.50.040.E (Findings for Reviewing Proposed Zoning Map Amendments and Text Amendments) establishing how the zone change request meets the goals of the Regional Plan and any applicable specific plans; will not be detrimental to public health, safety and welfare; how the site is suitable for the proposed use; and, how the proposed use will benefit the community.
- 4.2. Narrative describing the proposed project and providing additional information to assist with the review of the application.
- 4.3. Description of how essential public services, including water, sewer, stormwater, and solid waste, will be provided
- 4.4. Description of any proposed grading activity for the site.

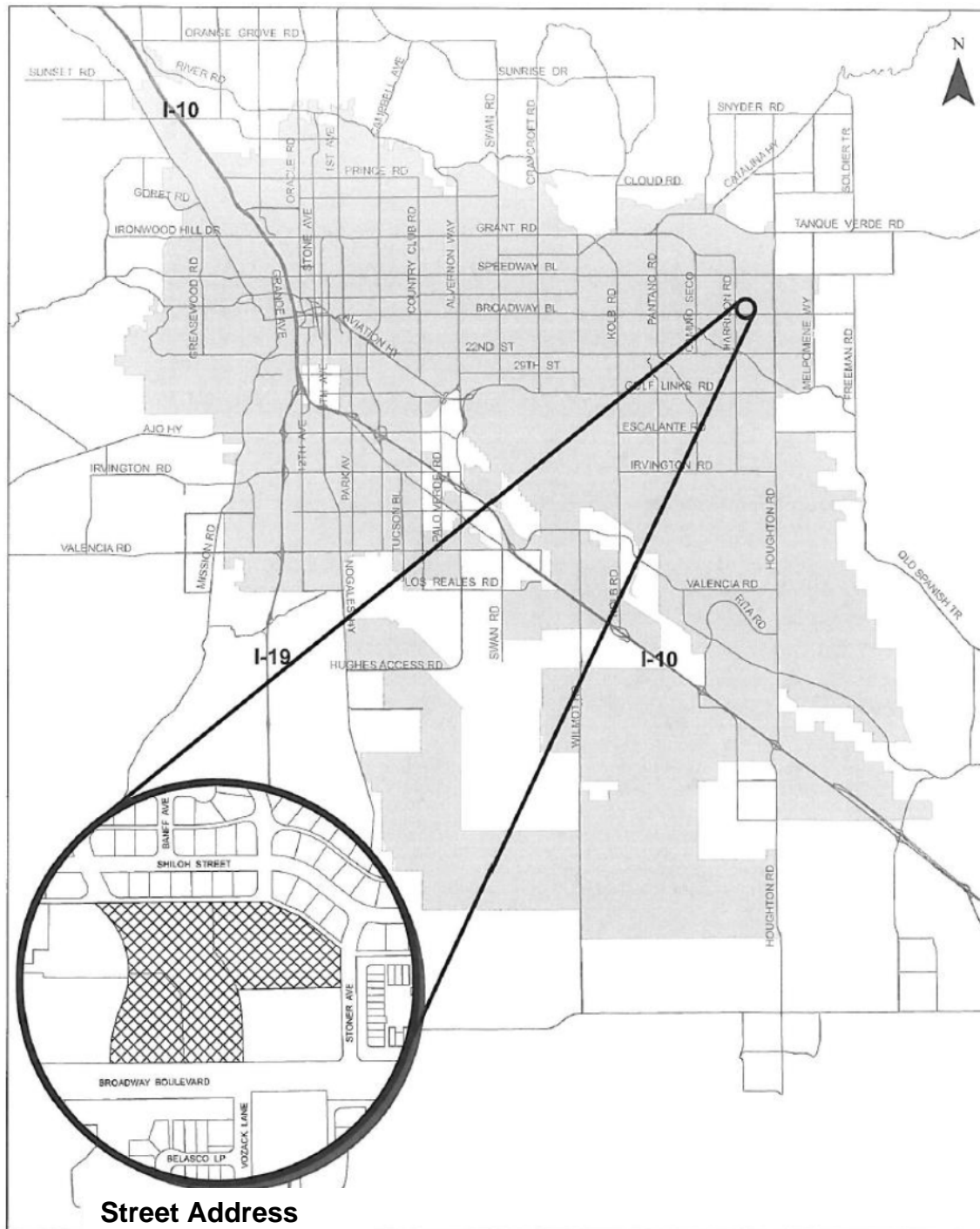
Additional Submittal Requirements – Enhanced Concept Zoning Plan – for Multi-phase scale applications only:

In addition to the requirements described above, applications for Master Plan scale zone changes (projects such as Canyon Del Rio, Little America, Juniper Point, etc.) should also include the following:

- Conceptual representation of vehicular circulation within the project area (e.g. arterial and collector roads) and connections to existing vehicular infrastructure
- Three-dimensional bulk and mass analysis/visualization of the project or parts of the project
- Architectural rendering
- Traffic impact analysis and utility (water, sewer, and stormwater) impact analyses
- Phasing map indicating the sequence of zoning, development, and public utility and infrastructure improvements
- Map indicating proposed zoning designations within the project area.

Sample Vicinity Map, Sheet 1:

PROJECT NAME: Street Address

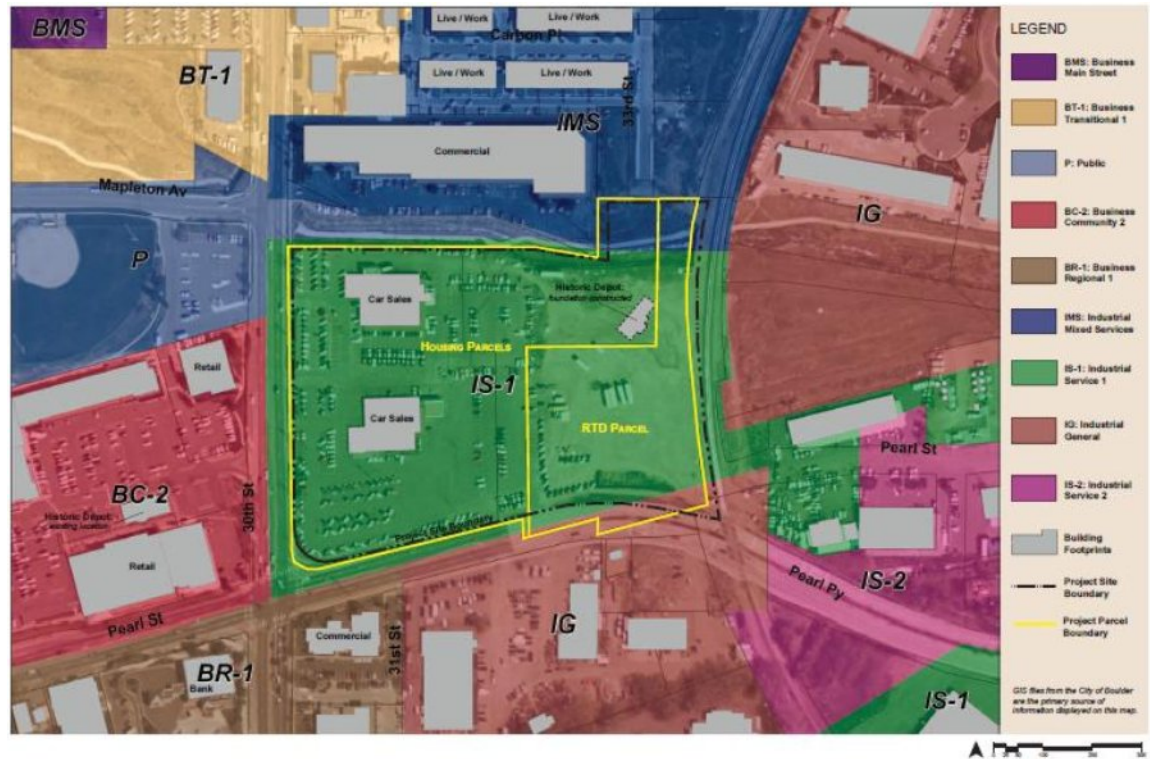


Sample Vicinity Map, Sheet 2:



PROJECT NAME: Street Address

Sample Concept Zoning Plan:



Context Map



Phasing Map



Proposed Land Uses

Housing Types

50% affordable
mix of for-sale and for-rent

Apartments / Condos

- Generally two to five stories.
- Can be made accessible for seniors or people with disabilities.
- Would support ground-level commercial.
- Units accessed by interior central hallway.

Stacked Flats

- Generally two to five stories.
- Can be accessed by multiple street-level entries.
- Can be made accessible for seniors or people with disabilities.
- Would not support ground-level commercial.
- Could be single level, two story or three story arrangement.

Brownstones / Townhomes

- Often three story units, could also include one and two story units.
- Can be made accessible for seniors or people with disabilities.
- Would not support ground-level commercial.
- Generally accessible by street level entry.

Lofts / Efficiencies


- Can be included in apartments / condos and stacked flats.
- Generally an economical housing choice.
- Can be made accessible for seniors or people with disabilities.

Proposed Housing Types


Public Spaces

Courtyards


- small, private gardens with nooks for individual activity
- communal amenities, such as swimming pools
- community gardens, spaces for classes and activities
- small and large group gathering areas




A landscaped courtyard provides space for dining and passive recreation, such as reading a book.



Rooftop gardens can enhance parking and parking elements.




Land and pedestrian use come first in multi-use paths.




Public space, sidewalks, and landscaping make streets living spaces.

Rooftops


- passive enjoyment: plazas or gardens
- active recreation: pools, tennis courts
- outstanding views of the Flatirons and Foothills
- with sustainable design, rooftop gardens can reduce ambient air temperature and reduce stormwater runoff




Courtyards can be built on underground parking structures, as in the one shown above.



Rooftop gardens often utilize raised planters.




Courtyards can provide communal amenities, like swimming pools.




Rooftop gardens can be planted on above-ground or below-ground parking structures. Photo: www.greenrooftop.com

Pedestrian & Multi- Use Paths

- emphasize pedestrians & bikers
- create an active, non-vehicular network connecting homes, shops, jobs, and transit
- activate neighborhoods
- places to exercise, places to relax, places to meet your neighbors




Multi-use paths may also provide space to sit and relax.




A network of paths can provide for access and recreation.

Streetscape

- sets the tone and character of the development
- enhance the pedestrian experience
- attract residents, businesses, visitors
- create a special place
- reflect the seasons and local events

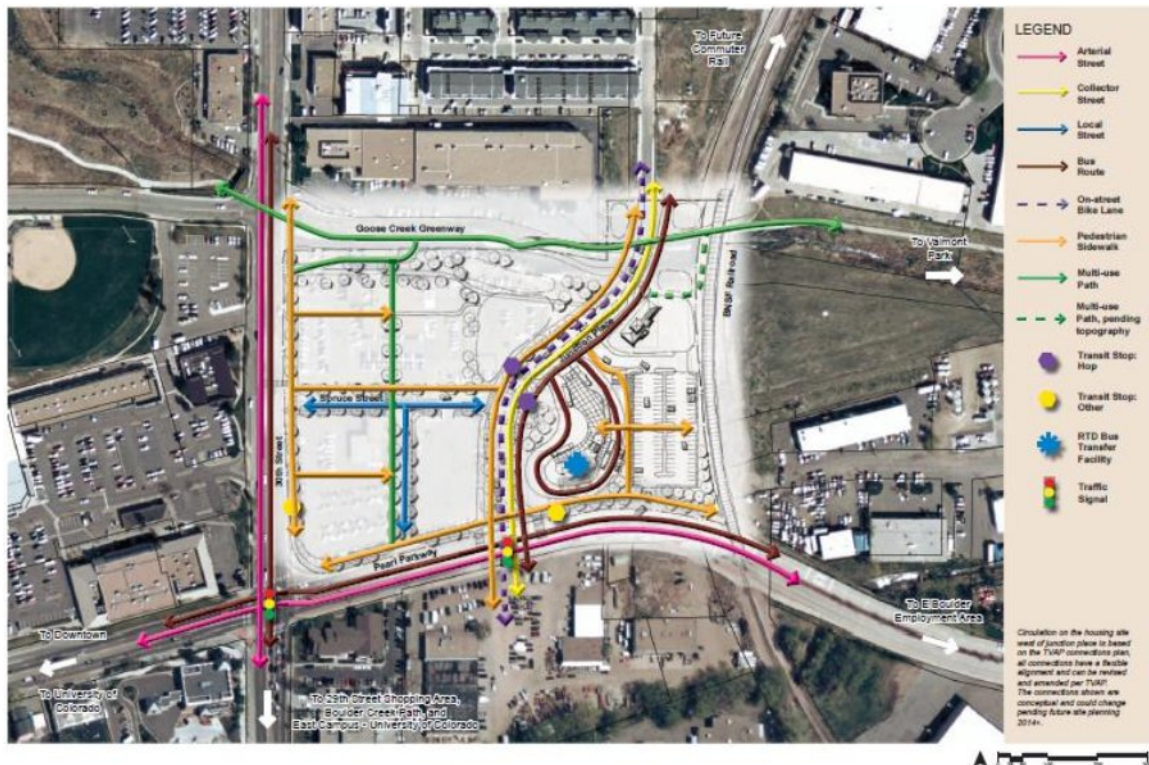


Streetscapes are opportunities for seating and landscaping.



Streetscape design can add color and create an interesting and inviting public environment.

Proposed Civic Space Types



Proposed Circulation Map